

M&O Cost Estimate Request

INTERNAL FUNDRAISER

The M&O Custodial Manager, in coordination with the Facility Rentals Office, determines the assignment and hours of CLPCCD Custodian to a fundraising event.

LPC Coach:

Event Title:

Event Date/s:

Event Type:

Total Number of Event Attendees:

25Live Event Reference Number:

Event Location/s:

Returning Renter: Yes No

Entry Time/Set up:

Event Start Time:

Event Exit Time/Tear Down:

Entry Time/Set up:

Event Start Time:

Event Exit Time/Tear Down:

Comments:

For M&O Use Only

Midday Clean-up Estimated Hours:

End of Event Clean-up Estimated Hours:

Assigned CLPCCD Employee/s:

Comments:

Admin Services Use Only

Cost Estimate Received:

M&O OT Timsheet Received:

Notes: